



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [labbott@hermosabch.org](mailto:labbott@hermosabch.org)



Received By: CC  
 Referred To: PW/Fin  
 Date Referred: 1/5/17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

|  |                                   |
|--|-----------------------------------|
| Name (please print): <u>Cynthia Elvira</u> | Email: <u>celvira@gstsinc.com</u> |
| Address:                                   | Phone: <u>714.826.1750</u>        |
| City:                                      | Fax:                              |

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.10 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

Action Requested:

\_\_\_\_ Review Only

\_\_\_\_ Copies Requested

Action Taken:

\_\_\_\_ Document Reviewed

\_\_\_\_ Copies Provided

\_\_\_\_ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_ Non-Existent Document

\_\_\_\_ Other (Please Explain) \_\_\_\_\_

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_

Notified By: \_\_\_\_\_

Date Picked Up or Mailed \_\_\_\_\_

## Lizanne Castillo

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**From:** Elaine Doerfling  
**Sent:** Thursday, January 05, 2017 1:50 PM  
**To:** Lizanne Castillo  
**Subject:** FW: Public Record Request  
**Attachments:** Public Records Request - Hermosa Beach.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

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**From:** Cynthia Elvira [<mailto:celvira@gstsinc.com>]  
**Sent:** Thursday, January 05, 2017 9:51 AM  
**To:** Elaine Doerfling  
**Cc:** Brent Beller  
**Subject:** Public Record Request

Good morning Elaine,

Please find the attached public records request.

Thank you in advance for your attention to this and please do not hesitate to contact me, should you have any questions.

Best Regards,

Cynthia Elvira | Municipal Contracts  
**Great Scott Tree Service, Inc.**  
*Celebrating 40 years of Preserving Trees for Future Generations*

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## **CITY OF HERMOSA BEACH**

### **Regarding: Annual Tree Maintenance Service Contract**

I would like to make a Public Records Request for the following documents.

1. A copy of the full proposal submitted by the awarded contractor responding to the RFP.
2. A copy of the Bid Results / Bid Tabulation for all contractors who responded to said RFP.
3. A copy of the executed contract / agreement and schedule of compensation between the City of Hermosa Beach and the awarded contractor.
4. Any and all amendments or updates which have been put in place since the original contract. If any of these items updated the pricing structure I would like a copy of the revised schedule of compensation as well.
5. I would like to make a request for all Invoicing for the last (3) three full fiscal periods of this contract (FY 13/14, 14/15, 15/16). Please include the fiscal year end Work Summary's, bi-weekly Invoice's, and associated Invoice Detail Sheets that accompany each of the bi-weekly Invoice Summary's. *(Samples of each are provided on the next page.)*
  - If there are multiple accounts being billed (i.e. Public Works, Parks, etc.) I will request the above mentioned for each account.
  - Copies of these will most likely be held by the Purchasing / Finance Department.
6. If the City maintains a GPS inventory, I would like to request the "shape-file" of said inventory.
7. Does the city intend to release an RFP for a new contract?
8. Does the City keep a vendors list, if so can you please provide me with registration instructions?
9. Should I have any further questions regarding this contract can you please provide me with the contact information of the City representative managing this contract.

I appreciate your attention to this matter and please do not hesitate to contact me if there is anything that I can do to help assist or expedite this request.

